



Statement

Greenfields Academy and the Governors are committed to providing a full and efficient education of all pupils. Regular attendance is essential to allow children to fully access the curriculum. To this end Greenfields Academy and the Governors will do as much as they can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

Aims

All pupils of statutory school age have an equal right to access an education in accordance with National Curriculum regulations, therefore:

- It is the responsibility of parents/carers to ensure attendance at school as required by law.
- Situations may exist beyond the control of parents/carers and pupils which may need to be addressed in partnership by Greenfields Academy and external agencies.

Expectations

What parents/carers can expect from Greenfields Academy:

- Regular, accurate and efficient recording of attendance.
- Immediate contact with parents/carers when a pupil is absent if no message is received by telephone or no prior notice has been given, this is on a daily basis and is recorded.
- Immediate and confidential action on any problem notified to the school.
- Encouragement and support to pupils towards good attendance.

What Greenfields Academy expects from parents/carers:

- That they will encourage their children to attend school.
- That they will contact the school by telephone or in person at the start of the first day of absence; whenever their child is unable to attend school.
- That they will ensure their child arrives in school on time and prepared for the school day.
- That they will contact the school, in confidence, whenever any problems occurs that may keep their child away from school.

What Greenfields Academy expects from pupils:

- That they attend school regularly.
- That they arrive at school on time and are appropriately prepared for the day.

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- That they will inform a member of staff of any problems or reasons that may hinder them from attending school.

Responding to Non-Attendance:

- If a telephone call or prior notice has not been received from parents, the receptionist will attempt to contact parents/carers by telephone to obtain an explanation for the absence, this will be logged and monitored.
- On the day of absence, all contact numbers will be contacted and if there is no response by 12.00 a home visit will be carried out where appropriate.
- If a pupil is absent long term, the Truancy and Inclusion Mentor will make weekly home visits and work will be provided when appropriate.
- If attendance appears irregular (less than 90%) a letter will be sent to parents/carers where deemed appropriate.
- Attendance is monitored, a meeting with parents/carers may be arranged and intervention put in place.
- Parents/carers of pupils of compulsory school age are responsible for making sure their child receives a full time education and can be prosecuted for Irregular attendance under the Education Act 1996 Section 444 (1).

Reintegration

The return to school for a pupil after long-term absence requires special planning therefore programmes will be tailored to individual needs and may involve phased or part-time re-entry with support in lessons as appropriate.

School Organisation

For this policy to be successful, every member of staff must make attendance a high priority and convey to the pupils the importance of attendance in accessing the quality education being provided. This means staff will arrive to lessons on time and be well prepared.

Specific responsibilities allocated to staff:

Head of School:

- To oversee the whole policy
- To report to Governors
- To liaise with tutors
- To oversee the operation of the attendance system and the collation of attendance data
- To oversee the work of administration staff
- To report to the Executive Headteacher

Class Tutor:

- To complete registers accurately and on time both AM and PM
- To record any reasons for absence in pupil planners on the registers
- To inform their line manager of any concern

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Governors:

- Governors may be given specific role/interest in monitoring attendance and/or policies.

Parents/Carers:

- Contact school on the first day of absence or as soon as possible
- Support good attendance

Truancy and Inclusion Mentor:

- Update registers onto School Pod
- Note telephone messages and mark in registers
- Highlight irregular absence and inability to contact parents to Senior Leadership Team
- Make weekly home visits with pupils that are absent from school long term
- Liaise with parents/carers regarding pupil's attendance concerns
- Produce termly letters to all parents/carers stating their child's current attendance
- Produce attendance letters and analysis of attendance figures when required
- Keep an up to date folder with all attendance paperwork including any intervention/actions and evidence

Authorised and Unauthorised Absence

Attendance at school is high on the government agenda. The government is urging Headteachers to challenge poor attendance and stop authorising holidays during term time. The Department for Education has deemed Pupils' with attendance less than 90% are 'persistent absentees' and follow up is necessary.

What is an Authorised Absence?

Authorised absence is where approval has been given in advance for a pupil to be away, or office staff/the Class Tutor has accepted an explanation offered as a satisfactory reason for absence. All other absence must be regarded as unauthorised. The following may be reasons for authorising absence:

- Illness
- Family bereavement
- Medical or dental appointment
- Days of religious observance
- College interview
- Fixed term exclusion
- Permanent exclusion until removal from roll or reinstated

What is an Un-Authorised Absence?

Absences will not be authorised under the following circumstances:

- Family holidays unless there are exceptional circumstances
- Shopping trips/birthday outings
- No parent/carer communication
- Lateness; arrival 30 minutes after registration closes without parental explanation

Holiday Requests/Authorisation

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference of holidays during term time and now provides that a leave of absence during term time

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will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to exceptional circumstances relating to that application. The onus is on the parent/carer to present the case in writing before the event. Retrospective granting of permission therefore, should only be on rare occasions.

The code of conduct and details on Fixed Penalty Notices can be located at here:

<https://www.lincolnshire.gov.uk/schools-and-education/school-attendance-and-behaviour/school-absences/131943.article>

Therefore, parents/careers of Greenfields Academy who are requesting time off during term time need to complete a 'Request for Student Absence During Term Time Form' detailing their exceptional circumstances for the absence. Educational benefits will be taken into account; however, reasons purely based on financial circumstances cannot. The form needs to be submitted to the school two weeks in advance. The Senior Leadership Team, according to the child's needs, will review these requests on a 1:1 basis.

Rewards for good attendance

At the end of the year a certificate is awarded to all pupils with 100% attendance.

Interesting fact: "if a pupil was absent from school for two weeks every year from their reception year to 18; they would miss the equivalent of one whole year's school education"

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